

# SIKKIM

# GOVERNMENT



# GAZETTE

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**SIKKIM STATE ELECTRICITY REGULATOR COMMISSION  
GANGTOK-737102**

**No. 12 /SSERC/RCS/2014**

**Gangtok the 31<sup>st</sup> March, 2014**

## **NOTIFICATION**

In exercise of the powers conferred by Section 181 read with sub-sections (2) and (3) of Section 91 of the Electricity Act, 2003 (36 of 2003), the Sikkim State Electricity Regulatory Commission, with the approval of the State Government, hereby makes the following Regulations.

### **CHAPTER-I - PRELIMINARY**

#### **1. Short Title and Commencement**

- (1) These regulations may be called the Sikkim State Electricity Regulatory Commission (Recruitment and Conditions of Service of Employees) Regulations, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.

#### **2. Applicability**

Save as otherwise provided these Regulations shall be applicable to all employees of the Sikkim State Electricity Regulatory Commission.

#### **3. Definitions**

- (1) In these Regulations, unless there is anything repugnant to the subject or context:-
  - (a) "Act" means the Electricity Act, 2003 (36 of 2003);
  - (b) "Appendix" means the Appendix appended to these Regulations;
  - (c) "Appointing Authority" means the Chairperson;
  - (d) "Appointed Day" means the date on and from which these Regulations shall come into force;
  - (e) "Basic Pay" means the sum of pay in the Pay Band and the Grade Pay;
  - (f) "Chairperson" means the Chairperson of the Commission;
  - (g) "Commission" means the Sikkim State Electricity Regulatory Commission;
  - (h) "Competent Authority" means the Chairperson or such other Officer of the Commission designated for the purpose by the Commission, in accordance with these Regulations;
  - (i) "Employees" include all persons appointed as officers or staff on deputation, contract or regular basis, in accordance with these Regulations;

- (j) "Functions" means and includes all works relating to the activities of the Commission;
  - (k) "Officer" means an Employee of the Commission in the category of 'officer' in accordance with these Regulations;
  - (l) "Salary" means the sum of basic pay and monthly allowances;
  - (m) "Secretary" means the Secretary of the Commission;
  - (n) "Service" means the service by officers and staff of the Commission;
  - (o) "State Government" means the State Government of Sikkim;
  - (p) "Staff" means an Employee of the Commission in the category of 'staff' appointed in accordance with these Regulations;
  - (q) "Year" means the Calendar year.
- (2) Words or expressions occurring in these Regulations and not defined herein but defined in the Act shall have the meanings assigned in the Act and/ or the rules and regulations made there under.

## **CHAPTER-II**

### **CATEGORISATION OF POSTS AND MODE OF RECRUITMENT**

#### **4. Categorisation of Post**

- (1) The categories of employees of the Commission, their pay scales, sanctioned strength shall be as shown in the Appendix-A.
- (2) The posts shown at serial numbers 1 to 6 in the Appendix 'A' shall be in the category of 'officers', and the remaining posts shall be in the category of 'staff'.
- (3) The Commission shall have the authority to amend the categories of posts from time to time.

#### **5. Qualification and experience and Mode of Recruitment**

- (1) The educational qualifications, experience, other conditions and mode of appointment to the posts on the establishment of the Commission shall be as prescribed in Appendix -'B':

Provided that the minimum educational qualification required for a post shall not be relaxed.

- (2) The employees shall be appointed by the Appointing Authority by either of the following ways:-
  - (i) by direct recruitment on a regular basis; or
  - (ii) on a contract basis; or
  - (iii) on députation ; or
  - (iv) on promotion.
- (3) The Appointing Authority shall have the power to determine the mode of recruitment or appointment to a particular vacancy or a group of vacancies or all vacancies.

#### **(6) Re-designation of Posts**

- (1) Without changing the pay-scale of a post, the Commission may, at its discretion, re-designate the post to indicate its functional requirements.
- (2) The Commission may, by Notification, alter, amend or revise the number, categories, pay-scale, qualifications or other provisions contained in Appendix A and Appendix B considering its functional requirements with the prior approval of the State Government.

## CHAPTER – III

### PROCEDURE FOR RECRUITMENT AND APPOINTMENT

#### 7. Appointing Authority

All appointments of Officers and Staff shall be made by the Appointing Authority.

Provided that the provisions laid down in clause (B) of sub-rule (4) of rule 4 of the Sikkim Government Establishment Rules, 1974 shall be applicable, mutatis mutandis, for appointment through direct recruitment.

#### 8. Announcement of vacancies

Except as provided in these Regulations, the Appointing Authority shall advertise or cause to be advertised for the vacancies to be filled in by direct recruitment on a regular basis.

Provided that the vacancies to be filled in by deputation shall be circulated to any Government department of the State Government and/or public sector undertakings.

#### 9. Reservation of posts

Vacancies shall be reserved for such categories of candidates as may be so specified in the applicable policy of the State Government.

#### 10. Medical Certificate

(1) Excepting in the case of deputation, or appointment on contract basis, all candidates shall, before their appointment, furnish a medical fitness certificate from a competent Medical Board as may be constituted in the STNM Hospital, Gangtok.

(2) All appointments, except appointment on deputation, shall be subject to verification of the character and antecedents, as may be decided by the Appointing Authority from time to time:

Provided such verifications shall not be applicable in case of candidates who are already in the employment of Government or public sector organizations prior to joining the Commission.

#### 11. Upper Age limit

(1) The upper age limit for appointment to the posts by direct recruitment on a regular basis shall be as prescribed in **Appendix-B**.

Provided that, in case a higher age limit is applicable to certain categories of candidates for appointment by the State Government, then such higher limit would apply to such person:

Provided further that the upper age limit shall not be applicable for appointment to the posts on deputation.

(2) Persons retired on superannuation shall be eligible for appointment in the service of the Commission on contract basis only and in such a case, the upper age limit shall not be applicable.

#### 12. Probation

(1) Except as provided in these Regulations, a candidate appointed by direct recruitment on a regular basis shall be on probation for a period of one year.

- (2) The Appointing Authority may extend the period of probation for such period not exceeding one year, as it may deem appropriate, based on the performance of the probationer during the period of probation.
- (3) A probationer may be summarily discharged by the Appointing Authority during the period of probation initially fixed or subsequently extended, as the case may be, if his performance, in the opinion of the Appointing Authority, is unsatisfactory.
- (4) A probationer so discharged from service shall not be entitled to any compensation upon such discharge.
- (5) The period of probation shall not include the period spent on earned leave, extraordinary leave, medical leave and the period of unauthorized absence but shall include any period spent on casual leave.

### **13. Seniority**

The seniority of an employee in a particular post shall be reckoned from the date of his/her appointment in that post and subject to placement in the merit list recommended by the Selection Committee.

Provided that, such date shall be reckoned as the date of appointment in the Commission in case of employees who are already in service with the Commission prior to the formulation of these Regulations.

### **14. Selection Committee**

- (1). All appointments to the various posts except that of Secretary, by nomination on a regular basis, shall be made on the recommendations of the Selection Committee.
- (2). The Selection Committee for the purpose of recruitment to the posts of Officer Category shall comprise of,-
  - (i) The Secretary,
  - (ii) One representative, not below the Grade of Additional Secretary, each of the following Departments of the State Government, namely,-
    - (a) Energy and Power Department, Government of Sikkim,
    - (b) Department of Personnel, Administrative Reforms and Training, Government of Sikkim;
    - (c) Finance, Revenue and Expenditure Department, Government of Sikkim.
- (3) The Selection Committee for the purpose of recruitment to the posts in Staff Category shall comprise of the Secretary and two other officers of the Commission as may be nominated by the Chairperson.
- (4) The Selection Committee may co-opt as member one or more experts, as and when necessary, to assist it.
- (5) The Selection Committees shall, in consultation with the Chairperson, from time to time, devise the mode and procedure of selection of candidates to various posts.

## **i. Superannuation**

The employees shall retire from the service of the Commission on attaining the age of superannuation as may be laid down by the State Government, for its employees, from time to time.

## **i. Resignation**

- (1) (a) An employee of the Commission appointed on a regular basis, except the one on probation, may resign from his post by giving ninety day's clear notice to the Appointing Authority or by depositing three month's salary in lieu of such notice.
- (b) An employee on probation may resign from service by giving thirty days clear notice or depositing equivalent amount of salary in lieu thereof.
- (c) Notwithstanding anything contained herein above, the Commission, at its discretion, may relax the requirement of notice, for the reasons to be recorded in writing.
- (2) An employee appointed on deputation from the State Government or any Undertaking or Organization desirous of resigning from service shall submit the letter of resignation through the Chairperson and the Chairperson, in his turn, shall forward the letter of resignation with his remarks to the lending authority.
- (3) If an employee gives notice of his intention to resign while he is on leave, it shall be open to the Appointing Authority to accept his resignation from the date of receipt of notice cancelling the unexpired portion of the leave as on that day or insist that the employee should be on duty for the full period of notice after his return from leave.
- (4) The Appointing Authority shall be the competent authority to accept or to refuse to accept the resignation. In both cases, the decision shall be communicated in writing to the employee before the expiry of the period of notice.

## **i. Appointment on Deputation**

- (1) The vacancies of Officers and Staff may also be filled in by deputation of employees from a Government department or public sector undertakings or public utility.
- (2) The Commission shall determine the vacancies to be filled in by deputation and the period of such deputation from time to time:  
  
Provided that, the period of deputation may be extended by mutual consent between the Commission, the individual concerned and the concerned Government department/undertaking/utility.
- (3) If the Commission decides that the services of the person on deputation are no longer required, the incumbent shall be repatriated to his parent organization even before the completion of the normal period of his deputation.
- (4) The pay and allowances and other conditions of service of a person on deputation from the State Government or from any Undertakings or Organization shall be regulated by the terms and conditions of deputation mutually agreed by the lending authority and the Commission.
- (5) The Commission may absorb a deputationist in the Commission's services permanently on such terms and conditions as may be decided by the Commission in consultation with the parent department or organization of the employee concerned and accepted by the employee.

## **18. Appointment on contract**

- (1) The vacancies of Officers and/or Staff may also be filled in by appointing persons on a contract basis, so as to obtain experienced and/or qualified or otherwise suitable candidates.

- (2) The duration of the first appointment on contract basis shall not exceed five years:

Provided that, the duration of the contract may be further renewed by the Appointing Authority, from time to time, for a period not exceeding two years at a time, for each subsequent extension.

- (3) Persons appointed on contract shall be entitled to a consolidated remuneration, which would remain fixed during the contract period:

Provided that, where the period of such contract exceeds one year, the Appointing Authority may consider increasing such remuneration, but not more often than once a year;

Provided further that, while determining such remuneration, the pay and the other monetary benefits and allowances available to a regular employee in that category or post shall be taken into consideration:

Provided further that, the Appointing Authority may, at its discretion, compensate for the fixed nature of the remuneration in such cases by suitable placement of the selected candidate in the scale of pay of that category or post.

- (4) The remuneration may be revised at the discretion of the Appointing Authority when it decides to extend or renew the contract of an employee who was initially appointed on contract:

Provided that, the increase in remuneration at the time of every renewal shall be limited to a maximum of 25% of the original amount.

- (5) An employee appointed on a contract basis shall be eligible for earned leave on average pay for thirty days, and casual leave for eight days during a calendar year or part thereof.

- (6) The Appointing Authority or the employee appointed on contract shall be entitled to terminate the contract and discontinue the employment by giving thirty day's clear notice in writing to the other party or by depositing one month's pay in lieu of such notice.

- (7) An employee appointed on contract basis may, upon termination of his contract and upon recommendation made by the Selection Committee, be appointed on a regular basis:

Provided that, the period for which such employee was employed on a contract basis prior to his appointment on a regular basis shall not be less than one year:

Provided further that, the provisions of Regulation 9 and Regulation 12 (1) shall not apply in respect of such appointment made by the Commission:

Provided however that such appointment shall be subject to the employee meeting the upper age limit for the applicable post in accordance with Regulation 11 at the time of his/her initial appointment on a contract basis.

## **CHAPTER – IV**

### **PAY AND ALLOWANCES**

#### **19. Pay Scale**

The Pay Band and Grade Pay prescribed for every post, on the appointed day, shall be such as specified in Appendix 'A' and it may be revised by the Commission from time to time with due reference to the Pay Band and Grade Pay of the employees of State Government in corresponding grade.

#### **20. Increment**

- (1) The employees shall be eligible to draw annual increments as a matter of course unless it is withheld under the orders of the competent authority.
- (2) Except in case of confirmation after probation, an increment shall become payable on the first day of the month in which it becomes due.
- (3) The rate of increment shall be 3% (three per cent) of the sum of pay in the Pay Band and Grade Pay applicable, which will be rounded off to the next multiple of 10 (ten). The amount of increment will be added to the existing pay in the Pay Band.

#### **21. Pay Fixation**

- (1) An employee of the Commission, on his/her first appointment on regular basis shall be eligible to the minimum of the Pay Band plus Grade Pay prescribed for the post in which he is appointed, as Basic Pay.

Provided that, the Commission shall have the discretion to fix the pay of any employee, in the pay band applicable to him, on initial appointment in such way as to protect reasonably the emoluments of such employee in the earlier employment or as deemed appropriate by the Appointing Authority.

- (2) On promotion, an employee shall have an option to get his/her pay fixed in the Pay Band of higher post either from the date of his promotion or from the date of his next increment. In the case of promotion from one grade pay to another, the pay will be fixed in the following manner, namely,-
  - a) In case the employee opts to get his/her pay fixed in the higher grade from the date of his promotion, then, one increment equal to 3% (three percent) of the sum of the pay in the Pay Band and the existing Grade Pay will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the Pay Band. The Grade Pay corresponding to the promotion post will, thereafter, be granted in addition to pay in the Pay Band. He shall get his first increment in the Pay Band of the higher post on the first day of the month in which he will complete one year in that higher post;
  - b) In case the employee opts to get his/her pay fixed from his date of next increment, then, on the date of his promotion, the pay in the Pay Band shall continue unchanged, but the Grade Pay of the higher post will be granted. Further re-fixation will be done on the date of next increment. On that day he will be granted two increments, one annual increment and the second on account of promotion. While computing these increments, basic pay (pay in Pay Band plus Grade Pay) drawn prior to the date of promotion shall be taken into account.



- c) In cases where promotion involves change of Pay Band also, the same methodology will be followed. However, if the pay in the Pay Band after adding the increment is less than the minimum of higher Pay Band to which promotion is taking place, the pay in the Pay Band will be stepped up to such minimum.
- (3) When an employee is appointed from a higher post to a lower post due to reversion or due to reduction of establishment, his/her pay in the lower post shall be fixed at the stage in the time scale of the lower post at which he would have drawn his/her pay had he/ she been not appointed to the higher post.
- (4) The pay of an employee, reappointed on regular basis after a physical break of more than 24 hours, due to any reason shall be fixed at the entry point level pay.
- (5) When a competent authority orders reversion of an employee from a higher post to a lower post as a penalty, the pay of such employee shall be fixed at a stage, not exceeding the maximum of the Pay Band of the lower post.

## **22. Allowances**

- (1) The employees of the Commission shall be entitled to draw Dearness Allowances, City Compensatory Allowance, Conveyance Allowance and House Rent Allowance on such scales and subject to such conditions as may be made applicable to Government employees by the State Government from time to time.
- (2) Where any Staff undertakes any special functions, having regard to the multi-functional requirements of the Commission or any additional functions pertaining to another post, owing either to a vacancy in such other post or to special circumstances resulting in an increase in workload of such other post, then such employee may be granted a special allowance for the additional functions so undertaken:

Provided that, such special allowance shall be paid on a monthly basis on the recommendation of the Secretary and with the prior approval of the Commission:

Provided further that, the amount of such special allowance shall be as determined by the Commission and shall in no event exceed the 25% of basic salary applicable to such other post, payable for such period for which such additional functions were undertaken.

- (3) The employees of the Commission shall be entitled to draw overtime allowance on such terms and conditions as may be made applicable to the corresponding grade of the employees of the State Government, from time to time.

## **23. Ex-gratia Payment**

- (1) The employees of the Commission shall be eligible for ex-gratia payment as per the scale and conditions laid down from time to time by the State Government for its employees.
- (2) The employees of the Commission shall be entitled to such other allowances as may be made applicable to its employees by the State Government from time to time.

## **24. Other**

- 1) In respect of all matters relating to pay and allowances not specifically covered under these Regulations, the relevant provisions made by the State Government for its employees of corresponding grade shall apply, mutatis mutandis.

## **CHAPTER-V**

### **OTHER CONDITIONS OF SERVICE**

#### **25. Working Hours**

The working hours of the Commission shall be from 10 a.m. to 4 p.m. for six working days (from Monday to Saturday) every week.

#### **26. Holiday**

The employees of the Commission shall be entitled to such public holidays as may be declared by the State Government from time to time:

Provided that, the Commission may require an employee to work on holidays if the exigencies of service so demand.

#### **27. Loans and Advances**

The employees of the Commission shall be eligible for all types of interest bearing advances as well as non-interest bearing advances as per the scales sanctioned and conditions laid down by the State Government for its employees.

#### **28. Promotion pay scale in lieu of stagnation**

The staff of the Commission shall be granted next higher Grade Pay on completion of 10 (ten) years continuous service, after assessing his performance and grade obtained in departmental examination in line with the Assured Career Progression Scheme of the State Government, if he has not been promoted to the higher post during this period.

#### **29. Incentive**

The Commission may grant advance increments to its employees in accordance with the guidelines/conditions applicable to the employees of the State Government.

#### **30. Medical Facilities**

- (1) The Provisions laid down in the Sikkim Services (Medical Facilities) Rules shall be applicable to the regular employees of the Commission, mutatis mutandis.
- (2) For the purpose of sub-regulation (1) of regulation 30;
  - (i) Chairman shall exercise the powers that are exercisable by the State Government under the Sikkim Services (Medical Facilities) Rules.
  - (ii) The expression "employees of Sikkim Government" or "Government servant" appearing in the Sikkim Services (Medical Facilities) Rules shall be read as "regular employees of the Commission".
- (3) The Commission may issue such other modification and or clarification that may be necessary for proper implementation of the provisions of the Sikkim Services (Medical Facilities) Rules under regulation 67.

### **31. Provident Fund**

The provisions of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 and the Employees' Provident Fund Scheme, 1952, as may be in force from time to time, shall apply to all regular employees of the Commission.

### **32. Pension and Gratuity**

- (1) The provisions of the Employees' Pension Scheme, 1995, as may be in force from time to time, shall be made applicable to the regular employees of the Commission.
- (2) The regular employees of the Commission shall be governed by the provisions of the Gratuity Act, 1972.

### **33. Leave**

- (1) The employees in regular service of the Commission shall be governed by the provisions of Sikkim Government Service (Leave) Rules, 1982 and any other applicable laws, rules and regulations of the State Government in the matter of admissibility and regulation of leave.
- (2) The Chairperson, in relation to the officers, and the Secretary in relation to the staff of the Commission, shall be competent authority for the purpose of this Regulation.

### **34. Conduct and Discipline**

- (1) The provisions of the Sikkim Government Servants' Conduct Rules, 1981 and the Sikkim Government Servant's (Discipline and Appeal) Rules, 1985, as amended from time to time and any other applicable laws, rules and regulations, as applicable to employees of the State Government, shall apply, mutatis mutandis, to the employees in the regular service of the Commission.
- (2) The appointing authority, disciplinary authority, appellate authority and reviewing authority in respect of the officers and staff of the Commission shall be as specified in Appendix-'C'.

### **35. Travelling Allowance and Daily Allowance**

The employees of the Commission shall be governed by the rules applicable to the State Government employees for the purposes of travelling allowance and daily allowance.

Provided that, the Daily Allowance on tour will be either at the rate prescribed in Travel Allowance Rules or on the basis of actuals, within the limits decided by the Commission, in the event of Government accommodation not being available. The reimbursement of actual expenses shall be subject to production of supporting vouchers.

**CHAPTER – VI**  
**MISCELLANEOUS**

**36. Record of Service**

A record of service of all employees shall be maintained as per the format followed for State Government employees, with such changes as may be necessary.

**37. Performance Appraisal**

The performance of the officers and staff shall be assessed and reviewed annually in the manner and in the form laid down by the Commission.

**38. Residential Telephone**

The Commission shall decide the eligibility for residential telephone to its officers on the basis of functional requirements.

**39. Departmental Examination and Training**

- (1) The Commission shall hold departmental examination from time to time for the employees considering their suitability for further promotion.
- (2) The employees may have to undergo such training as may be decided by the Commission.

**40. Authority for service matter**

In respect of any service matter not specifically mentioned in these Regulations, the relevant provisions made by the State Government for its employees in this behalf shall, mutatis mutandis, be applicable to the employees of the Commission.

**41. Saving of inherent power of the Commission.-**

Nothing in these Regulations shall bar the Commission from adopting a procedure which is at variance with any of the provisions of these Regulations, if the Commission, in view of the special circumstances of the matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient to depart from the procedure prescribed in the Regulations.

**42. Power to remove difficulties**

If any difficulty arises in giving effect to any of the provisions of these Regulations the Commission may, by general or special order, do anything, not being inconsistent with the provisions of the Act, which appears to it to be necessary or expedient for the purpose of removing the difficulties.

**By Order of the Commission**

**Sd/-**  
**Secretary,**  
**Sikkim State Electricity Regulatory Commission**

## APPENDIX – A

Category of Officers and Staff, sanctioned strength and pay scales

(See Regulation 5)

Sr. No	Designation of Posts	Pay Band (Rs.)	Grade Pay	Nos. of Post
1.	Secretary	37,400 - 67,000	9,500.00	1
2.	Director ( Tariff)Director (Legal)	32,000-60,000	9,000.00	2
3.	Assistant Director –(Tariff) Assistant Director- (Legal)	9,300-34,800	5,000.00	1 each
4.	Office Manager	9300-34,800	5000.00	1
5.	Finance Officer	9300-34,800	5000.00	1
6.	Manager (MIS)	9300-34,800	5,000.00	1
7	Assistant Manager (Admn.)	9300-34,800	4,200.00	1
8	PA/Steno	5,200-20,200	3,400.00	4
9	Office Assistants	5,200-20,200	2,600.00	5
10	Accounts Clerk	5,200-20,200	2600.00	1
11	Drivers	5200-20,200	2300.00	4
12	Peon	5200-20,200	2200.00	2
	<b>Total</b>			<b>25</b>

## APPENDIX 'B'

### Educational Qualifications, Experience and Other Conditions for Recruitment

(See Regulation 8)

SI No.	Name of the post	Method of recruitment	Essential and desirable qualification.	Whether qualification and experience prescribed for direct recruitment is applicable in the case of deputation	Source of recruitment on deputation
01.	Secretary	100% by deputation from the State Government	Not applicable	Not applicable	A person holding a post of Secretary to the Government or equivalent post, preferably having qualifications or experience in electrical engineering, finance, management or law. Should also have sufficient experience of secretariat functions in Central or State Government.
02.	Director (Tariff)	(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation	<b>Essential qualification</b> (a) Master's Degree in Economics or Statistics or Electrical Engineering with two years full time MBA in Finance or Power Management from AICTE/UGC approved Institute/University	Yes, except age limit	A person holding a post carrying a Pay Band not below Rs.32,000-60,000 and Grade Pay of Rs.9,000/- in Central or a State Government Department or a Public Utility or Public Sector Undertaking or Government

			<p>(b) Upper age limit – 45 years as on the last date of receipt of application.</p> <p><b>Desirable qualifications.-</b></p> <p>(a) Minimum 7 years' experience in tariff determination process of Generation Company, Transmission Licensee or Distribution Licensee in Electricity Regulatory Commission or Utility;</p> <p>(b) Good written and verbal communication skills in English and in one of the local languages of the State;</p> <p>(c) knowledge in Computer application ;</p>		<p>Academic Institutions (namely IIT, IIM, etc.</p>
03.	Director (Legal)	<p>(i) By direct recruitment on regular basis or on contract.</p> <p>Or(ii) By appointment on deputation</p>	<p><b>Essential qualification.</b></p> <p>(a) Bachelor's Degree in Law from a recognised University/Law school with at least 7 years' post-degree experience as an Advocate as defined under the Advocates Act, 1961 which include appearance and representing cases before various Courts including other judicial/</p>	<p>Yes, except age limit.</p>	<p>Person holding an analogous post carrying a Pay Band not below Rs.32,000-60,000 and Grade Pay of Rs.9,000/- in Central or a State Government Department or a Public Utility or Public Sector Undertaking.</p>

			<p>Quasi-Judicial Bodies, and handling legal affairs of any Public Sector Organisation or Public Authority.</p> <p>(b) Upper Age limit – 45 years as on the last date of receipt of application.</p> <p><b>Desirable qualification.-</b></p> <p>a) Experience may be relaxed by 2 years for a Person with post graduate qualification in law</p> <p>b) Should have good written and verbal communication skills in English and one of the local languages of the State of Sikkim;</p> <p>c) Must have knowledge in using computer;</p> <p>d) Preference would be given to the candidates having experience in Power Sector / Regulatory Commission/ Utility in legal cell.</p>			
4.	Assistant Director (Tariff)	<p>(i) By direct recruitment on regular basis or on contract.</p> <p>Or</p> <p>(ii) By appointment</p>	<p><b>Essential qualification</b></p> <p>(a) Bachelor's degree in Electrical Engineering with two years full time MBA Degree in Finance or Power Management</p>	Yes, except age limit.	A person holding analogous post carrying Pay Band of Rs. 9300-34,800 and Grade Pay of Rs.5000/- or equivalent in a Central / State Government	



		on deputation	<p>from AICTE/UGC approved Institute/ University.</p> <p>(b) Upper age limit – 35 years as on the last date of receipt of application.</p> <p><b>Desirable qualification.-</b></p> <p>(a) Minimum 2 years' experience in tariff determination process of Generation Company, Transmission Licensee or Distribution Licensee in Electricity Regulatory Commission or Utility;</p> <p>(b) Should have good written and verbal communication skills in English and one of the local languages of the State of Sikkim;</p> <p>(c) Should have knowledge in Computer application;</p> <p>(d) Preference will be given to the candidate having experience in Generation, Transmission, Distribution, Renewable Energy and Energy Efficiency, and ability in Economic Analysis, Modelling and Statistical techniques;</p>		Department or in a Public Sector Undertaking
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5.	Assistant Director (Legal)	(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation	<p><b>Essential qualification</b> (a) Bachelor's Degree in Law from a recognised University/ Law school (b) Age limit - 21 to 35 years as on the last date of receipt of application</p> <p><b>Desirable qualification</b> a) Minimum 2 years post-degree experience in appearing in various Courts, representing cases before Judicial / Quasi-Judicial bodies as an advocate, as defined under the Advocates Act, 1961, and handling the legal affairs of any Public / private sector organization or Public Authority (b) Good written and verbal communication skills in English and in one of the local languages of the State of Sikkim; (c) Knowledge in Computer application.</p>	Yes except upper age limit.	A person holding analogous post carrying Pay Band of Rs. 9300-34,800 and Grade Pay of Rs.5000/- or equivalent in a Central / State Government Department or in a Public Sector Undertaking
6.	Office Manager (Adm)	(i) By direct recruitment on	<p><b>Essential qualification</b> (a) Bachelor degree from</p>	Yes except age limit.	A person holding analogous post carrying Pay Band of

		regular basis or on contract. Or (ii) By appointment on deputation	recognised University (b) Age limit – 21 to 35 years as on the last date of receipt of application.  <b>Desirable qualification.-</b> (a) Minimum 2 years' experience in Administration and/or Finance and/or Law in Government Department/ Public Sector Undertaking; (b) Good written and verbal communication skills in English and one of the local languages of Sikkim; (c) Knowledge in computer application.		Rs. 9300-34,800 and Grade Pay of Rs.5000/- or equivalent in a Central / State Government Department or in a Public Sector Undertaking
7.	Finance Officer	(8) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation	<b>Essential qualification.</b> (a) Bachelor's degree in Accountancy or Commerce from a recognised University with knowledge in operating accounting computer software. (b) Age limit – 21 to 35 years as on the last date of receipt of application.  <b>Desirable qualification.-</b> (a) Minimum 5 years' experience in accounting	Yes except age limit	A member of Sikkim State Accounts Service holding post in the Grade of Accounts Officer.

			<p>procedure in Government Department or Public Sector Undertakings;</p> <p>(b) Good written and verbal communication skills in English and in one of the local languages of Sikkim;</p>			
8.	Manager (MIS)	<p>(i) By direct recruitment on regular basis or on contract.</p> <p>Or</p> <p>(ii) By appointment on deputation</p>	<p><b>Essential qualification.</b></p> <p>(a) Bachelor's degree in Computer Application or equivalent from a recognised University.</p> <p>(b) Age Limit -21 to 35 years as on the last date of receipt of application.</p> <p><b>Desirable qualification-</b></p> <p>(a) Minimum 2years experience in MIS Web Designing and maintenance thereof and other software related field in Government Department or Public Sector Undertaking.</p> <p>(b) Good written and verbal communication skills in English and in one of the local languages of Sikkim.</p>	Yes except age limit	<p>A person holding analogous post carrying Pay Band of Rs. 9300-34, 800 and Grade Pay of Rs. 4200/- or equivalent in the State Government Department or in a Public Sector Undertaking.</p>	

9.	Assistant Manager (Adm)	(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation	<p><b>Essential qualification</b> (a) Bachelor degree from recognised University (b) Age limit-21 to 30 years as on the last date of receipt of application.</p> <p><b>Desirable qualification-</b> (a) Minimum 2 years experience in Administration and/or Finance in Government Department/Public Sector Undertaking; (b) Good written and verbal</p>	Yes except age limit	A person holding analogous post carrying Pay Band of Rs. 9300-34, 800 and Grade Pay of Rs. 4200/- or equivalent in the State Government Department or in a Public Sector Undertaking.
10.	Personal Assistant / Stenographer	(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation	<p><b>Essential Qualifications-</b> (a) Bachelor's Degree from a recognised University. (b) Must have passed Secretarial/Stenography Course from a recognised Institute and must possess a minimum speed of 80 words per minute in shorthand and a minimum speed of 40 words per minute in English typewriting. (c) Must have Diploma in Computer Application from a recognised Institute.</p>	Yes except age limit.	Personal Assistant or Stenographer working in Department of the State Government or Public Undertaking.

			<p>(d) Must be proficient in written and verbal communication skills in English and one of the local languages of Sikkim;</p> <p>(e) Age Limit: 18 to 30 years as on the last date of receipt of application.</p> <p><b>Desirable qualification-</b></p> <p>(a) Working experience of at least 5 years, preferably as Personal Assistant in Government Department or Public Undertaking.</p> <p>(b) Experience in MS-Word, MS-Excel, MS-PowerPoint presentation, MS-Outlook etc.)</p>			
11	Office Assistant/ Accounts Clerk	<p>(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation</p>	<p><b>Essential Qualification.</b></p> <p>(a) Bachelor's Degree from a recognised University. (b) Diploma in Computer Application from a recognised Institute.</p> <p>(c) Age limit – 18 to 30 years as on the</p>	Yes except upper age limit.	Lower Division Clerk working in any department of the State Government on regular basis with at least 5 years' experience.	

			last date of receipt of application. <b>Desirable qualification.</b> (a) Secretarial/ Stenography Course from a recognised Institute. (b) Good written and verbal communication skills in English and one of the local languages of Sikkim. (c) Working experience of at least 5 years in any Government Department or Public Undertaking.		
12.	Driver	(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation.	<b>Essential Qualification.</b> (a) Must have passed Secondary School Examination or equivalent from a recognised Board of Education. (b) Must possess valid licence issued by the competent authority to drive Light Motor Vehicle. (c) Age limit – 18 to 30 years as on the last date of receipt of application.	Yes except upper age limit.	Driver working in any Government Department or Public Undertakings on regular basis.

			<b>Desirable qualification-</b> (a) Driving experience of at least 5 years. (b) Written and verbal communication skills in English and local languages; (c) Knowledge of local areas and routes. (d) Working knowledge of repairs of motor cars and utility vans.			
13.	Peon	(i) By direct recruitment on regular basis or on contract. Or (ii) By appointment on deputation.	<b>Essential Qualification.</b> (a) Must have passed Secondary School Examination or equivalent from a recognised Board of Education. (b) Age limit – 18 to 30 years as on the last date of receipt of application.	<b>Desirable qualification-</b> (a) Written and verbal communication skills in English and local languages	Yes except upper age limit.	Peon working in any Government Department or Public Undertakings on regular basis.



			<p>(b) Knowledge of local areas including location of Offices and Departments of the Government and other local bodies.</p> <p>(c) Experience of office working.</p> <p>(d) Motor Vehicle Driving experience with valid Driving Licence issued by the competent authority.</p>			
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## **APPENDIX 'C'**

### **Competent Authority for the purposes of disciplinary action and appeals**

**(See Regulation 75)**

<b>Category of employee</b>	<b>Disciplinary Authority</b>	<b>Power authorised to exercise</b>	<b>Appellate Authority</b>
All categories of employees	Chairperson	All	None
Staff category	Chairperson	All	None
	Secretary	Minor penalties	Chairperson



